

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

### **EMPLOYEE SHOW CAUSE**

Dear [Employee's Name],

We have recently received complaints regarding your unsatisfactory behavior/performance at work, as enumerated below:

- 1.
- 2.
- 3.

You are hereby instructed to present yourself before the Disciplinary Committee on [date] to show cause regarding the listed complaints. Your failure to do so may result in strict action being taken against you, which may include, but is not limited to, your suspension/termination from employment.

Please govern yourself accordingly.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]